

§ 250.1918

subpart to confirm that the following criteria are met:

- (a) Construction and equipment are in accordance with applicable specifications.
- (b) Safety, environmental, operating, maintenance, and emergency procedures are in place and are adequate.
- (c) Safety and environmental information is current.
- (d) Hazards analysis recommendations have been implemented as appropriate.
- (e) Training of operating personnel has been completed.
- (f) Programs to address management of change and other elements of this subpart are in place.
- (g) Safe work practices are in place.

§ 250.1918 What criteria for emergency response and control must be in my SEMS program?

Your SEMS program must require that emergency response and control plans are in place and are ready for immediate implementation. These plans must be validated by drills carried out in accordance with a schedule defined by the SEMS training program (§ 250.1915). The SEMS emergency response and control plans must include:

- (a) Emergency Action Plan that assigns authority and responsibility to the appropriate qualified person(s) at a facility for initiating effective emergency response and control, addressing emergency reporting and response requirements, and complying with all applicable governmental regulations;
- (b) Emergency Control Center(s) designated for each facility with access to the Emergency Action Plans, oil spill contingency plan, and other safety and environmental information (§ 250.1910); and
- (c) Training and Drills incorporating emergency response and evacuation procedures conducted periodically for all personnel (including contractor's personnel), as required by the SEMS training program (§ 250.1915). Drills must be based on realistic scenarios conducted periodically to exercise elements contained in the facility or area emergency action plan. An analysis and critique of each drill must be conducted to identify and correct weaknesses.

30 CFR Ch. II (7–1–12 Edition)

§ 250.1919 What criteria for investigation of incidents must be in my SEMS program?

To learn from incidents and help prevent similar incidents, your SEMS program must establish procedures for investigation of all incidents with serious safety or environmental consequences and require investigation of incidents that are determined by facility management or BSEE to have possessed the potential for serious safety or environmental consequences. Incident investigations must be initiated as promptly as possible, with due regard for the necessity of securing the incident scene and protecting people and the environment. Incident investigations must be conducted by personnel knowledgeable in the process involved, investigation techniques, and other specialties that are relevant or necessary.

(a) The investigation of an incident must address the following:

- (1) The nature of the incident;
- (2) The factors (human or other) that contributed to the initiation of the incident and its escalation/control; and
- (3) Recommended changes identified as a result of the investigation.

(b) A corrective action program must be established based on the findings of the investigation in order to analyze incidents for common root causes. The corrective action program must:

- (1) Retain the findings of investigations for use in the next hazard analysis update or audit;
- (2) Determine and document the response to each finding to ensure that corrective actions are completed; and
- (3) Implement a system whereby conclusions of investigations are distributed to similar facilities and appropriate personnel within their organization.

§ 250.1920 What are the auditing requirements for my SEMS program?

(a) You must have your SEMS program audited by either an independent third-party or your designated and qualified personnel according to the requirements of this subpart and API RP 75, Section 12 (as incorporated by reference in § 250.198) within 2 years of the initial implementation of the SEMS program and at least once every 3

years thereafter. The audit must be a comprehensive audit of all thirteen elements of your SEMS program to evaluate compliance with the requirements of this subpart and API RP 75 to identify areas in which safety and environmental performance needs to be improved.

(b) Your audit plan and procedures must meet or exceed all of the recommendations included in API RP 75 section 12 (as specified in §250.198) and include information on how you addressed those recommendations. You must specifically address the following items:

- (1) Section 12.1 General.
- (2) Section 12.2 Scope.
- (3) Section 12.3 Audit Coverage.

(4) Section 12.4 Audit Plan. You must submit your written Audit Plan to BSEE at least 30 days before the audit. BSEE reserves the right to modify the list of facilities that you propose to audit.

(5) Section 12.5 Audit Frequency, except your audit interval must not exceed 3 years after the 2 year time period for the first audit.

(6) Section 12.6 Audit Team. The audit that you submit to BSEE must be conducted by either an independent third party or your designated and qualified personnel. The independent third party or your designated and qualified personnel must meet the requirements in §250.1926.

(c) You must require your auditor (independent third party or your designated and qualified personnel) to submit an audit report of the findings and conclusions of the audit to BSEE within 30 days of the audit completion date. The report must outline the results of the audit, including deficiencies identified.

(d) You must provide the BSEE a copy of your plan for addressing the deficiencies identified in your audit within 30 days of completion of the audit. Your plan must address the following:

(1) A proposed schedule to correct the deficiencies identified in the audit. BSEE will notify you within 14 days of receipt of your plan if your proposed schedule is not acceptable.

(2) The person responsible for correcting each identified deficiency, including their job title.

(e) BSEE may verify that you undertook the corrective actions and that these actions effectively address the audit findings.

§§ 250.1921–250.1923 [Reserved]

§ 250.1924 How will BSEE determine if my SEMS program is effective?

(a) BSEE or its authorized representative may evaluate or visit your facility to determine whether your SEMS program is in place, addresses all required elements, and is effective in protecting the safety and health of workers, the environment, and preventing incidents. BSEE or its authorized representative may evaluate your SEMS program, including documentation of contractors, independent third parties, your designated and qualified personnel, and audit reports, to assess your SEMS program. These evaluations or visits may be random or based upon the OCS lease operator's or contractor's performance.

(b) For the evaluations, you must make the following available to BSEE upon request:

- (1) Your SEMS program;
- (2) The qualifications of your independent third-party or your designated and qualified personnel;
- (3) The SEMS audits conducted of your program;
- (4) Documents or information relevant to whether you have addressed and corrected the deficiencies of your audit; and
- (5) Other relevant documents or information.

(c) During the site visit BSEE may verify that:

- (1) Personnel are following your SEMS program,
- (2) You can explain and demonstrate the procedures and policies included in your SEMS program; and
- (3) You can produce evidence to support the implementation of your SEMS program.

(d) Representatives from BSEE may observe or participate in your SEMS audit. You must notify the BSEE at least 30 days prior to conducting your audit as required in §250.1920, so that BSEE may make arrangements to observe or participate in the audit.